

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office                    DATE: 9 July 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

25X1

b. Status of Slotting Against New T/O (completed item)

The six remaining personnel unslotted are special cases and will be handled on an individual basis.

c. Budget - Fiscal Year 1955 (continued item)

Work is continuing on completion of detailed Agency Budget Estimate for submission on August 15. The Budget Division has informally advised Administrative Staff that the Agency hearings will not be held until sometime after July 20.

d. Interim Allocation of Funds for Fiscal Year 1954 (new item)

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The Comptroller's Office has made an interim allocation of funds for Fiscal Year 1954 of [redacted] for the operation of the Logistics Office for the month of July. The Administrative Staff will reallocate to each Staff and Division a portion of this allocation.

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25X1A6A

This allocation includes funds for the operation of the Office, except for the procurement of operational materiel. An additional interim allocation of [redacted] is forthcoming from the Comptroller's Office to provide funds to reimburse the [redacted] for our portion of the maintenance contract for [redacted]. This allocation will not permit extensive travel, bulk procurement of administrative supplies, and equipment, or the obligation of any amount to provide for full year services.

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25X1A1A

In addition, this Office has requested [redacted] for each of the first three months of Fiscal Year 1954 to provide for procurement of urgent operational materiel.

2. PROJECTS AND STUDIES IN PROGRESS

a. Basic Logistics Course (continued item)

(1) Course name changed from Basic Logistics Course to Logistics Support Course.

(2) LO Training Officer held a conference with Chairman, DD/P Training Committee. Obtained agreement concerning need for course, procedure to be followed in securing DD/P (Admin.) approval, and manner in which the program will be implemented in DD/P. Made arrangements for an Operating Officer and a Supply Officer, recently returned from overseas assignment, to meet with training coordinators in order to furnish detailed information concerning logistics operations and problems in overseas areas; information will be used in refining course content.

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(3) The LO Training Officer will visit [redacted] 15-17 July for the purpose of developing a schedule of training to be provided by that installation.

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b. Review of T/O for [redacted] Support Base (continued item)

No change

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3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of the Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above		
GS-6 and below		
Total		25X9A2
<u>Coordination and Requirements Staff</u>		
GS-7 and above		
GS-6 and below		
Total		25X9A2
<u>Procurement Division</u>		
GS-7 and above		
GS-6 and below		
Total		
<u>Real Estate and Construction Division</u>		
GS-7 and above		
GS-6 and below		
Total		
<u>Supply Division</u>		
GS-7 and above		
GS-6 and below		
<u>Wage Board</u>		
Total		
<u>Transportation Division</u>		
GS-7 and above		
GS-6 and below		
<u>Wage Board</u>		

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3. OTHER ITEMS OF INTEREST (continued)

b. Basic Intelligence Course (Supplemental) (Continued item)

Six Logistics Office employees are now scheduled to attend the six-weeks BIC (Sup) commencing 27 July. Additional persons will be scheduled prior to the starting date.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change

b. Logistics Office Training Program (continued item)

(1) A permanent Training Officer for Logistics Office has not been located.

(2) [REDACTED] WH Division, reported for two days indoctrination in the missions, organization and operations of the Logistics Office.

(3) Conducted the third meeting of the Logistics Office Division Training Coordinators.

c. Identification of Logistics Positions (continued item)

No change.

6. OTHER ITEMS OF INTEREST

a. Mail Distribution (continued item)

No change.

b. Records Management Program (new item)

Office Notices have been issued initiating an expanded Records Management Program and requesting schedules of Vital Material from each Staff and Division.

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LO/AS/MFB:lmr (9 July 1953)

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